

**Subject:** Instant HR/Payroll: Reminders on Bi-Weekly and Winter Break Timesheets, the End-of-Year Newsletter, DMV2Go in 2017, Who's Walking Wednesday, Financial Well-Being, and More!

**Date:** Tuesday, December 20, 2016 at 4:39:55 PM Eastern Standard Time

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### **Winter Break Reminder for Bi-Weekly Faculty/Staff update**

If you are paid bi-weekly, please get your timesheets in on time and preferably before we leave for Winter Break. Our dedicated Payroll team is coming in over the break to ensure that your pay arrives correct and on time. Please help them by submitting and approving timesheets as soon as possible. For the bi-weekly pay period which began on December 11 and ends on December 24, timesheets are due no later than noon on Sunday, December 25. Approval is due on Monday, December 26 and the processing begins on December 26 at 10:00am. The bi-weekly pay date is Friday, December 30. Your assistance in this is most appreciated.

### **Reminder: Winter Break Timesheet Guidance**

Winter Break is almost here! A reminder that the Payroll team has developed information to ensure you complete your timesheet correctly. Please visit [Winter Break Timesheet Guidance](#) for details.

### **End-of-Year News and Reminders**

Our [end-of-year newsletter](#) went out on Thursday, December 8 to all active employees who receive a paycheck from Mason; this includes student employees -- wage, GRAs, GTAs, and RAs – as well as faculty and staff. Please encourage all of your faculty, staff, and student employees to review the reminders as there is timely and important information in there about W-2s and much more.

### **DMV2Go on the Fairfax Campus in 2017**

Take care of your Department of Motor Vehicle business at a convenient Mason location. DMV2Go will be on the Fairfax campus on January 10, 2017 from 9:00am-4pm in the Merten Hall parking lot. For the complete 2017 schedule, please visit <http://hr.gmu.edu/worklife/docs/DMV2Go2017Schedule.pdf>. Please note: DMV2Go no longer comes to the Arlington and SciTech campuses. Information on nearby DMV offices to both campuses is included on the DMV2Go schedule.

### **Who's Walking Wednesday**

Start 2017 with a walking plan! Each Wednesday at noon, join us in the Wellness Circle in front of Merten Hall as we take a 30 minute campus walk. Exercise your leadership, sign up to be a walk leader, and invite your colleagues to join you. A terrific way to take a break, get some fresh air, and move a little. The 2017 sign-up sheets are now available. Visit <http://hr.gmu.edu/worklife/lunch> and scroll to Who's Walking Wednesday. Walk leader sign-ups are available for Arlington and SciTech too. Hope to see you there!

### **Enrollment Open: Virginia 529 PrePAID Program**

Enrollment is open for the Virginia 529 PrePAID program from 12/1/16 through 3/31/17. For details and enrollment materials please visit the [Virginia 529 PrePAID site](#). For additional information, please visit the [program overview](#) for a description of the PrePAID program and the other 529 savings programs.

Please note: The Virginia 529 will be at Mason on February 23 at noon to present a financial well-being session entitled "Virginia 529s-How They Work and What Your Options Are". Visit <http://hr.gmu.edu/learning/hr.php> to register. Videoconferenced to Arlington and SciTech.

### **TIAA 2017 Individual Retirement Counseling Session Schedule Available**

Mason's three retirement vendors provide individual retirement counseling sessions, including sessions held on campus. TIAA's dates for 2017 are now available; Fidelity Investments and ICMA-RC will follow

soon. For dates, times, and locations for TIAA, please see the [Individual Retirement Counseling page](#).

**Life/Work Connections Discounts**

Save some money on the Life/Work Connections discount page at <http://hr.gmu.edu/worklife/discounts>. Discount opportunities at local day spas, on cell phone service, at local restaurants and more! On the Life/Work Connections Discount page, you can also connect with discounts arranged through the Mason Merchants program and by the Department of Human Resource Management. Be sure to check out the “Tick Tocks,” discounts with a deadline.